

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: October 19, 2005

Bulletin #: 587

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: October 28, 2005

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Correction to COB #586. The following advertisement should have read:

PARK MAINTENANCE SUPERVISOR (\$3345-\$4025) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR

The reporting location for this position is the Four Rivers Sector Maintenance Shop, located near Santa Nella. This position will work under the direction of the Sector Park Maintenance Chief I. The unit facilities include San Luis Reservoir State Recreation Area, Los Banos Creek State Recreation Area, McConnell State Recreation Area, Hatfield State Recreation Area, and Great Valley Grasslands State Park. The incumbent will be responsible for the supervision and management of the facility maintenance, housekeeping, equipment, landscape maintenance, and safety programs. This position provides a challenging opportunity to work with a wide variety of skills, programs, and natural and cultural resources. The incumbent will act in a lead capacity in the absence of the Park Maintenance Chief. **A State trailer pad may be available.** For further information regarding this position, please contact Steve Skram at (209) 862-1197 or sskra@parks.ca.gov.

Career Opportunity Bulletin #587:

- **ACCOUNTING ADMINISTRATOR I (SUPERVISOR) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **ADMINISTRATIVE ASSISTANT I/EXECUTIVE ASSISTANT – DIRECTOR'S OFFICE/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SERVICES) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **COMMUNICATIONS OPERATOR (2 POSITIONS) – CENTRAL COMMUNICATIONS CENTER (CENCOM)**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (2 POSITIONS) – NORTH COAST REDWOODS DISTRICT**
- **GROUNDSKEEPER – SIERRA DISTRICT/EMPIRE MINE STATE PARK**
- **OFFICE TECHNICIAN (TYPING) – ANGELES DISTRICT/LOS ANGELES SECTOR**
- **OFFICE TECHNICIAN (TYPING) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE**
- **PARK MAINTENANCE WORKER I – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/LOWER TOPANGA OPERATION**
- **PARK MAINTENANCE WORKER I – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR**
- **REGIONAL INTERPRETIVE SPECIALIST – ANGELES DISTRICT**
- **SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST) – OFFICE OF INFORMATION TECHNOLOGY/PROJECT MANAGEMENT OFFICE (PMO)/SACRAMENTO**
- **STATE PARK EQUIPMENT OPERATOR – ANGELES DISTRICT**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK RANGER – COLORADO DESERT DISTRICT/SALTON SEA SECTOR/SALTON SEA STATE RECREATION AREA**
- **STATE PARK SUPERINTENDENT I – CENTRAL VALLEY DISTRICT/SOUTH VALLEY SECTOR**
- **STATE PARK SUPERINTENDENT III/STATE PARK SUPERINTENDENT II – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION/HEADQUARTERS/SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNTING ADMINISTRATOR I (SUPERVISOR) (\$4746 - \$5726) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Fiscal Systems Unit Manager. The incumbent will serve as the Manager of the Statewide Bond Unit. The incumbent will coordinate and assist with the implementation of the fiscal administration of the General Obligation Bonds and coordinate the cash projections of all state agencies with regards to Proposition 12, 40, and 50 Bond Acts. The incumbent will plan, organize, direct and supervise staff performing the accounting and analytical duties associated with the fiscal administration of the Bonds. **State housing is not available.** For further information regarding this position, please contact Beth Bailey at (916) 653-6382.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE ASSISTANT I (\$3418 - \$4155)/EXECUTIVE ASSISTANT (\$3072 - \$3734) – DIRECTOR'S OFFICE/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position provides administrative assistance for two deputy directors and reports to the Deputy Director of External Affairs. This position requires daily contact with the State legislature, city and county officials, community organizations, and other high level governmental officials and stakeholders. The incumbent will be responsible for maintaining schedules and calendars; coordinating and evaluating a wide range of issues or requests for information; gathering and reviewing information on behalf of the Deputy Director, and typing, editing, reviewing and managing outgoing correspondence and other reports. Desirable qualifications include being self-motivated, working independently with minimal supervision, excellent attention to detail and follow through, the ability to multi-task, good organization skills, and the ability to work in a very busy and energetic environment. ***This position will remain open until filled. State housing is not available.*** This position may be downgraded for recruitment purposes. For further information regarding this position, please contact Sonia Windtberg at (916) 653-8380.

ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SERVICES) (\$4316-\$5247) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Fiscal Systems Manager. The incumbent will be responsible for the monthly CALSTARS labor process, establishing and maintaining CALSTARS labor tables, and providing assistance to the Department staff with CALSTARS labor distribution issues. The incumbent will also maintain some databases, updating, and enhancing them. The incumbent should have good analytical ability; good verbal and written communication skills; the ability to work with a variety of computer programs; have knowledge of CALSTARS and State Accounting, and have a desire to learn and maintain databases. ***State housing is not available.*** For further information regarding this position, please contact Cathy Zehnle at (916) 654-7024.

COMMUNICATIONS OPERATOR (2 POSITIONS) (\$2736 – \$3762) – CENTRAL COMMUNICATIONS CENTER (CENCOM)/MONTEREY

The reporting location for these positions is the Central Communications Center (CENCOM). These positions will work under the direction of the CENCOM Communications Supervisors. CENCOM is a 24-hour public safety communications center. The incumbents will dispatch State Park Peace Officers, Department of Fish and Game Wardens, Lifeguards, and other emergency service personnel in the CENCOM service area, which includes the Santa Cruz District, Monterey District, San Luis Obispo Coast District, Oceano Dunes District, Hollister Hills District, and portions of the Diablo Vista District. The incumbents' duties will include operation of two way radio console systems, VESTA telephone, CLETS, and Computer Aided Dispatch (CAD). These positions require a successful background check. ***State housing is not available.*** For further information regarding these positions, please contact Dan Weller at (831) 647-6231 or dweller@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (2 POSITIONS) (\$25.49 – \$30.79/HOUR) – NORTH COAST REDWOODS DISTRICT

The reporting location for these positions is Patrick's Point State Park, located in Trinidad. These positions will work under the direction of the District Senior Environmental Scientist. The incumbents will assist the District Resource Management Program by performing a variety of duties primarily related to vegetation management including exotic species control, plant inventories, and habitat restoration throughout the District. Additional duties related to wildlife management activities will include wildlife studies, inventories, monitoring, and surveys. It is anticipated the majority of work for these positions will initially involve the development and implementation of the Little River Habitat Restoration Plan. These positions will be dependent upon grant funding. Possession of a 10 (a)(1) (A) permit for surveying, setting up exclosures, and banding of western snowy plovers is highly desirable. Familiarity with the control and eradication methods of exotic plants species occurring within the District is desirable. These positions may work up to 1500 hours per year, however, funding may only be available for as little as 500 hours. Funding for these positions is subject to obtaining grants, capital outlay and deferred maintenance dollars. **State housing is not available.** For further information regarding these positions, please contact Jay Harris at (707) 445-6547 ext.19 or jharris@parks.ca.gov.

GROUNDSDKEEPER (\$2511 – \$2851) – SIERRA DISTRICT/EMPIRE MINE STATE PARK

The reporting location for this position is the Empire Mine Maintenance Shop. The incumbent will perform a variety of historic and non-historic grounds and facility maintenance tasks, maintains equipment vehicles, and assists the park staff in housekeeping and resource management. This position may work in other units of the sector on additional groundskeeping projects as assigned. The incumbent will act as the lead person to volunteers, various seasonal classes, and intermittent employees. The incumbent's work schedule will be Tuesday through Friday from 7:30 a.m. to 4:00 p.m. **State housing is not available.** For further information regarding this position, please contact Karl Knapp at (530) 525-9525.

OFFICE TECHNICIAN (TYPING) (\$2510 – \$3050) – ANGELES DISTRICT/LOS ANGELES SECTOR

The reporting location for this position is the Los Angeles Sector Headquarters Office, located in downtown Los Angeles. This position will work under the direction of the Sector Superintendent. The incumbent will provide administrative support for many diverse and unique State Parks. Desirable qualities include someone who is a competent team player and a self-starter. **State housing is not available.** For further information regarding this position, please contact Ron Schafer at (818) 880-0350 ext. 112.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE TECHNICIAN (TYPING) (\$2510 – \$3050) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE

The reporting location for this position is the District Office, located in Columbia. The newly formed district is the combination of three districts; Calaveras, Four Rivers and San Joaquin. This position will work under the direction of the Regional Administrative Technician. The incumbent will be responsible for a variety of fiscal management, accounts payable/receivable, and general office duties including typing; mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other recordkeeping; cashiering, and ordering and maintaining supplies and equipment. The incumbent will act as back up to the District Personnel Office. Together with the administrative team, the incumbent will have the opportunity to help develop new processes and procedures, and be an active member of the process improvement team. **State housing is not available.** For further information regarding this position, please contact Marsha Henderson at (209) 536-5933.

PARK MAINTENANCE WORKER I (\$2737 – \$3268) – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/LOWER TOPANGA OPERATION

The reporting location for this position is the Lower Topanga Office, located at Topanga State Park. This position will be assigned as one of two primary maintenance workers for Topanga State Park, and periodically is assigned to Los Liones and Will Rogers State Historic Park. The incumbent will have the opportunity to work independently and with a team on historic structures, projects related to Major Capital Outlay, trails, and facility maintenance. Leadership and organizational skills, as well as developed skills in carpentry, plumbing, electrical, purchasing, and project planning are highly desirable. The knowledge and ability to work with CAMP (Maximo) is desirable. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Dale Skinner at (310) 454-8212 ext.108 or dskinner@parks.ca.gov.

PARK MAINTENANCE WORKER I (\$2737 – \$3268) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR

The reporting location for this position is at the New Brighton State Beach Maintenance Shop. This position may be required to work throughout the Santa Cruz District for operational needs. The incumbent will be responsible for maintaining park grounds, equipment and facilities requiring knowledge of carpentry, electrical, and plumbing repair and maintenance. The incumbent will work as a lead person for seasonal staff, volunteers and inmate crews in the absence of the supervisor or lead person, as required. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Barbi Barry at (831) 763-7125 or bbarry@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

REGIONAL INTERPRETIVE SPECIALIST (\$3924 – \$4770) – ANGELES DISTRICT

The reporting location for this position is the District Headquarters at Malibu Creek State Park. This position will work under the direction of the District Superintendent. The incumbent will provide for the overall coordination of the District's Interpretive and Volunteer programs and will provide support to the District and Sector Superintendents and park unit staff in implementing these programs. Primary focus will be on developing innovative programs for the Downtown Los Angeles park units and Will Roger's State Historic Park. It is imperative that we develop and implement programs that will make these units come alive and become treasured components of the community. The incumbent must be prepared to be a key player in this effort. The incumbent will also work closely with the district's volunteer programs and cooperating associations. **State housing is not available.** For further information regarding this position, please contact Ron Schafer at (818) 880-0360.

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST) (\$5206-\$6327) – OFFICE OF INFORMATION TECHNOLOGY/PROJECT MANAGEMENT OFFICE (PMO)/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of Senior Information Systems Analyst (Supervisor). This position has a leadership responsibility in the development of Information Technology (IT) goals, principles, requirements, and processes used in the selection and implementation of Department enterprise software architecture. The incumbent will provide technical expertise and leadership in the definition of the overall integrated architecture of Department information systems, including selection of design methodologies, middleware, development tools, business object models, and software development standards. Responsibilities also include technical and systems analysis of current business processes to identify areas where technology solutions can be applied to improve operational efficiency and service. This position will provide technical leadership to a multi-disciplined project team with membership derived from within/outside the Application Development/Project Management Office. The incumbent must be an expert in application development and skilled in writing program code in a variety of programming languages. Knowledge of personnel procedures and terminologies is required. **State housing is not available.** For further information regarding this position, please contact Michael Flores at (916) 651-6722 or mflor@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STATE PARK EQUIPMENT OPERATOR (\$3650 – \$4002) – ANGELES DISTRICT

The reporting location for this position is Malibu Creek State Park, located in Agoura Hills, but may be assigned to work extended periods of time at any of the District's sixteen parks in Los Angeles and Ventura Counties. The incumbent will operate a wide range of equipment including track and wheeled loaders, backhoes, a road grader, numerous dump trucks with and without equipment transport trailers, and several pieces of specialty equipment such as a skid steer and water truck. The projects will include annual road maintenance and storm damage repairs, weed abatement in challenging locations, transport of equipment between various parks and repair shops, and the training of appropriate park staff in the safe operation of selected pieces of equipment. **A Class "A" license is required in this position. Please provide proof with application. This position is subject to the Commercial Driver's License Alcohol and Drug Testing Program.** The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m., but alternate work schedules may occur in times of emergency or critical project need. **State housing is not available.** For further information regarding this position, please contact Dennis Dolinar at (818) 880-0350 ext. 115 or DDolinar@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

STATE PARK RANGER (\$2890 – \$4135) – COLORADO DESERT DISTRICT/SALTON SEA SECTOR/SALTON SEA STATE RECREATION AREA

The reporting location for this position is the Salton Sea Sector State Recreation Area. This position will work under the direction of the Sector Supervising State Park Ranger. As a Ranger at the Salton Sea Sector, the incumbent will be at the center of growth and interest within the Coachella Valley, as population expands, and the demand for water and recreation grows. We are looking for someone to join our dynamic crew in helping to educate and interpret, patrol and protect the diverse resources of the Salton Sea State Recreation Area and Picacho State Recreation Area, and the Joshua Hills/Indio Hills Palms acquisitions. The incumbent will work alongside many agencies involved in land use, fish and wildlife, and outdoor recreation issues. Incumbent's duties will include beach, campground, and backcountry patrol; vessel and kayak tours, and active participation in research and interpretive programs for the Salton Sea. **State housing may be available.** For further information regarding this position, please contact Kathy Dice at (760) 393-3059.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

**STATE PARK SUPERINTENDENT I (\$4347 – \$5243) – CENTRAL VALLEY DISTRICT/
SOUTH VALLEY SECTOR**

The reporting location for this position is the Fort Tejon State Historic Park, located in Lebec. This position will work under the direction of the District Superintendent. The South Valley Sector includes Fort Tejon State Historic Park, Tule Elk State Reserve, and Colonel Allensworth State Historic Park. The incumbent's duties will include administrative, maintenance, visitor services, public protection, interpretation, real property management, and resource management functions of the Sector. This Sector has over thirty special events and numerous living history programs each year. The incumbent is actively involved with two cooperating associations and several community organizations. The Sector has several ongoing projects aimed at reconstruction and conservation of historic structures. At present, Colonel Allensworth State Historic Park is in the midst of an \$8 million capital outlay project. **State housing is not available.** For further information regarding this position, please contact Scott Wassmund at (209) 536-5930.

**STATE PARK SUPERINTENDENT III (\$5495 – \$6628)/STATE PARK SUPERINTENDENT II
(\$4774 – \$5758) – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Division Chief. This position provides an excellent opportunity to gain valuable knowledge and experience in the complexities of legislation, enforcement, community outreach, negotiations, and grants management. Off-Highway Vehicle Recreation is fast paced, and an exciting environment with a wide variety of issues and opportunities. Travel is required. Knowledge and experience in off-highway vehicle operations and laws is desirable. **State housing is not available.** For further information regarding this position, please contact Phil Jenkins at (916) 324-5801.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	October 21, 2005	Promotional/ Spot – Sacramento
C.E.A. - Level II Chief, Northern/Southern Service Center – Acquisition And Development Division	November 3, 2005	Open
Communications Operator	Continuous	Open
Exhibit Designer/Coordinator	October 28, 2005	Open
Water and Sewage Plant Supervisor	Continuous	Open

CEA



CAREER EXECUTIVE ASSIGNMENT

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules of governing civil service and the special trust placed in public service.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Parks and Recreation

POSITION TITLE: Chief, Northern/Southern Service Center – Acquisition and Development Division

SALARY: C.E.A. – Level II \$7302 - \$8051 (additional salary increases may occur within the CEA broadband)

FINAL FILING DATE: November 3, 2005

DUTIES AND RESPONSIBILITIES

The Acquisition and Development Division of California State Parks is responsible for the property acquisition and leasing, capital outlay project management, architectural and engineering services, property management, construction management, and environmental assessments. Under the direction of the Deputy Director of Acquisition and Development Division, the Chief, Northern/Southern Service Centers, provides policy guidance and project management to the staff of the Northern and Southern Service Centers. The Chief serves as the Department's project management expert in providing advice and recommendations on policy and procedural issues within the program area, and administers guidelines to ensure the policies are applied consistently.

The Chief works with Service Center managers, and other division managers, to resolve policy conflicts among and between divisions and field staff, and to develop and implement new policies and processes. The Chief provides advice to the Deputy Director on proposed legislation that may impact the delivery of public works projects in the State Parks system, and provides project information and details to the Department of Finance in matters related to State Parks infrastructure and public works.

The Chief, Northern/Southern Service Centers, develops and maintains cooperative relationships with all levels of government. The Chief works with the Governor's Office, Agency Secretaries, the Department of Finance, the Legislature and its staff in regard to program issues related to State Parks infrastructure projects and need. Much of the program is accomplished through contracting, and the Chief maintains positive relationships with representatives from the design profession and construction industry.

The Chief is responsible for leadership to form and maintain positive relationships with Service Center staff, staff of other Departmental divisions, various governmental jurisdictions, and members of the design and construction industry in matters related to project delivery.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition, applicants must satisfy the following minimum qualifications:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- A. Knowledge of the organization and function of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- B. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III that includes the following:

- Experience in establishing and implementing technical and operational policies, codes, and related procedures for a multi-disciplinary staff, including architectural/engineering services, and environmental resource services.
- Experience at the managerial level coordinating and integrating the work of multi-organizational segments, and multiple infrastructure projects, including capital projects with values exceeding one million dollars.
- Experience in strategic planning, performance measurement, benchmarking, and organizational development of a direct staff of approximately 150 positions.
- Experience in building strong business relationships internally and externally that add value to the organization.
- Experience in managing multiple and varied human resource issues including development of individual improvement plans, educational resources, and training development within a multi-disciplinary environment.
- Experience in conflict resolution associated with disagreements between and/or among multiple internal and external stakeholders at various levels.
- Experience in developing, presenting and fiscal oversight of a divisions budget with monetary values at a minimum of \$200 million in capital expenditures, and \$30 million in administrative expenditures.
- Experience in procurement, contract development and oversight of cost tracking tool development/implementation for a capital outlay program in excess of \$100 million.
- Experience in presenting program issues before rule making bodies, such as the Legislature, local governments, boards and commissions, various control agencies, stakeholders and/or the public.
- Experience in program downsizing to adjust for diminishing fiscal resources.

EXAMINATION INFORMATION

The examination process will consist of an application, resume and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and will serve as a documentation of each candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful performance. The Statement of Qualifications may be the only basis for your final score.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Northern/Southern Service Centers, Acquisition and Development Division, CEA Level II vacancy. For further information regarding this examination, contact Kathy Osuna, Personnel Exam Analyst at (916) 651-8571. Questions regarding the position should be directed to Steve Lehman at (916) 445-7966.

FILING INSTRUCTIONS

Please submit the following:

- By November 3, 2005, a standard State Application (Form 678), and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Submit applications to Kathy Osuna, Personnel Exam Analyst, P.O. Box 942896, Sacramento, California 94296.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must specifically respond to each Desirable Qualification factor. Statement of Qualifications submitted without specifics for each Desirable Qualification factor may be given a disqualifying score. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.